canadian camping

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FORMATEUR MULTIPLICATEUR

3. FORMATION OU PROCESSUS D'INTEGRATION

(continué de février)

3.1 Intégration au domaine des CAMPS,

Toute personne appelée à oeuvrer dans un camp de vacances doit être consciente de la dimension et de la particularité du phénomène loisir et camp de vacances.

Les camps de vacances s'insèrent dans le phénomène LOISIR d'où l'importance d'en avoir une certaine notion.
Le loisir au Québec, comment est-il organisé?
Les Camps de vacances se sont regroupés en association, pourquoi?
Autant de questions auxquelles il faut fournir des réponses pour mieux s'intégrer à l'action commune.

Les camps de vacances sont principalement situés en pleine nature, c'est pourquoi celui qui y travaille doit-il refléter un mode de vie propre aux activités de plein air.

3.2 Intégration au CAMP X (un camp spécifique)

Le personnel doit connaître toutes les facettes de l'organisation auquel il s'associe:

3.2.1 Milieu physique
3.2.2 Milieu administratif
3.2.3 Milieu humain

3.3 Intégration à une tâche spécifique

Chacun doit connâître exactement la tâche qu'il a à accomplir, comment l'accomplir, et comment son travail s'insère à l'ensemble des activités du camp.

3.3.1 Les cuisiniers
3.3.2 Le personnel de soutien
3.3.3 Les animateurs,
Les moniteurs,
Les spécialistes
Etc...

4.REFLEXIONS

Il incombe au directeur de camp de rassembler un groupe d'individus, de les aider à parvenir à degré de compétence pour la tâche à exercer,mais en même temps de constituer avec ces individus une EQUIPE dynamique capable de parvenir harmonieusement aux objectifs fixés par le camp.

Ce n'est sûrement pas une tâche facile,ma is c'est la tâche auquelle le directeur de camp doit consacrer la très grande partie de ses énergies et de ses préoccupations.

OUR EXECUTIVE DIRECTOR REPORTS

In the past two months I've had the pleasure of meeting almost all of the provincial associations. - what a tremendous opportunity!

Thank you B.C.C.A. for your warmth and interest as you tackle administrative problems of organized camps in B.C.

Thank you A.C.A. for the super sessions at your Conference - especially the Wilderness Travel Program and the square dancing.

Thank you M.C.A. for your concern and suggestions about improving our services to the country.

Thank you N.B.C.A. for your commitment to camping and the efforts you're making.

Thank you N.L.C.A. for my introduction to a great province and your suggestions about the International Camping Congress in 1983.

Pendant le mois prochaine, j'assisterai aux congrès d'Ontario, Québec et Novelle Ecosse. Ça me fait plaisir de vous voir tôt! As we get on with the work of C.C.A. it is good to reflect on the suggestions made by you all. Thanks again for the chance to learn so much!

Marjorie Booth

THOUGHT FOR FOOD

SAVE A SALAD - to add to the fun as well as to the good health of the youngsters when serving salads try this....

Offer a choice of prepackaged salad dressing flavours (French, Thousand Island etc.) This adds variety - and saves money too because you don't have to throw the salad out since it does not have dressing on it AND the kids don't waste because the packages are pre-proportioned.

FREE PLASTIC BAGS Bags are expensive - have your cooks save BREAD BAGS for the trip department. They're great for sandwiches, oranges, keeping clothes dry.

FREE PLASTIC JARS YORK Peanut Butter is again available in plastic jars. These are excellent for tripping and much less expensive than those available from suppliers (although they are not quite so rugged). One case will provide you with about $25.00 worth of jars and you get the peanut butter as an extra!

You Want A Good Staff?

I N T E R V I E W !

What is our goal in selection? What are we trying to so when we interview prospective camp staff? We are attempting to gather enough information about a person to make a predictive statement about his success or failure on the job; in other words a Yes or a No.

There are three phases in the selection process. We gather the information, we integrate the information and we draw a conclusion based on it. This really means; we find useful information about the candidate, make sense out of it and come up with an Yes or a No which has some logic behind it.

The tool we use for this job is the interview. Interviewing looks pretty simple. Two people sit down, they talk and, as a result of the discussion, decisions are made, information is exchanged. This apparently simple task is actually one of the greatest barriers to improving your skill because it looks so easy.

In the space of an hour or so, you are attempting to gain an understanding of a lifetime of thousands of experiences. Your candidate's own experience has produced attitudes, motives, patterns of behavior which he can modify slightly or substantially to fit a given situation. To capture these things takes training, preparation and skill on your part.

Training

The first step in interviewing is training. Unless you constantly watch your own technique, correct your methods, increase your understanding of human behavior, there is no particular reason why your skill should improve.

Objectivity

This is a word which we all use, but a view point we often neglect. It means putting your own feelings aside for the moment. It means sticking to your standards even though your emotions tell you differently. Remember you must judge whether this is the best person for the job based on the facts you know.

Preparation goes on right up to the start of the interview itself. Take a look at his application. What does it tell you about the person beyond what he wants you to know? It is neat or careless in format? It is wordy or too long? What is his skill with language? What does he want to do? Are the reasons superficial? Does his job history reflect any purpose or direction? So, as you prepare, take some notes on the items you want to check out in the interview. If the interview is brief, plan beforehand the areas you want to cover. And make sure you hit the areas that are significant to the job.

Getting Started

As you well know, every person coming to you in the interview has his own set of ideas about what he wants to tell you and what is going to happen. To some extent he may be anxious. Your first step obviously is to help him relax, to let him know he has nothing to fear and to get across the feeling that you are on a co-operative venture, helping each other to determine if he is the best person for the job.

The best way to set him at ease is to show hospitality. Relax yourself. Treat him with the same respect you give any stranger who is your guest. Put yourself in his shoes. See that the interview room is private and keep yourself free from interruptions. These little gestures help make if clear to him that he is your main concern.

For a start, talk about a neutral subject. Pick a topic that interests him.

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INTERVIEW!

Avoid matters that might cause him to put up his guard. You don't want to drive him behind his defenses. And your biggest asset is in showing your sincere interest and respect for him. But don't get tangled up in idle talk because he will probably wonder when you are going to get down to business.

Then move naturally from a topic in the initial conversation to something you want to talk about in the interview. Select an area he seems to be willing to talk about. Save the tougher ones until he is accustomed to expressing his feeling to you. During the interview, you are doing many things at once. You are questioning, listening, observing and evaluating.

Questioning

Let's first look at questioning. It seems simple enough, you ask a question and you get an answer. But what kind of answer? Questions that require a simple Yes or No don't tell us very much about the person. The best ones are those that require him to tell you something about himself. How did he like school, were there many things he didn't like, have there been any problems at home? Don't be afraid to ask why. Let him show you how well he can back up his decisions or his actions. This also gives you the opportunity to make sure you understand what he means by what he says. The accuracy of the judgements you make depend on how well you do understand.

Observing

Observing the person you are interviewing is a critical task. It begins when he comes in and continues until he leaves. Look at his neatness and grooming or lack of it. His posture. Do his hands shake and perspire? How long does this tenseness last? Do some of your questions upset him and cause him to blush? Does he recover from it? Can he control his emotions under mild stress?

Listening

As the interview progresses, sit back and listen, let him tell you his story. It is safe to say that you can judge the quality of the interview by the ratio of talk between the interviewer and interviewee. The poorer the interviewer, the more he talks and dominates the interview. So remember you are there to listen, you cannot gather information if you are doing the talking.

Interview Topics

Let us discuss briefly some of the things you might cover in a job interview.

Work History - look at what he has done, what kind of jobs he has had. What can this tell you beyond what he did and where he did it? The pattern of work tells you very much about his judgement and foresight learning from experience - skill with people. What part of a job has he liked or disliked? Are this superficial or do they show some depth? How does he go about getting his jobs and why does he choose them? How did he like his boss and fellow employees? Why did he leave his jobs? Has he held any supervisory positions? If so, how did he react to being in charge? Weigh the responses carefully. Do they represent an attraction to frills or do they suggest stabilty and a sense of responsiblity?

Education - level of education reflects partly opportunity and partly interest. What subjects did he like and why? What activities did he get into outside classes? Regardless of how much education he had, what did he learn from it?

Leisure Time - what does he do when he is away from school or work? Why does he choose these things? How much time to they take up? Do they suggest any leadership ability? Does he read outside of his school or work areas? Could his leisure activity suggest any supplementary job skills?

Health - a person's health is often a good source of attitudes about himself. Naturally you limit your questioning to things you

(cont. on page 9)

SUGGESTED CAMP FORMS

The Ontario Camping Association has compiled a number of suggested Camp Forms.

These are available from the O.C.A. for $3.30 per set. The forms are printed on 8½ by 11 paper and contain all the forms listed below as well as suggestions and additional information to be used in making your own forms.

Please send your cheque or money order, payable to the Ontario Camping Association, 1806 Avenue Road, Suite 2, Toronto, Ontario M5M3Z1.

The forms in the kit are:

- Camper Application Form
- Camp Staff Application Form
- Staff Health Certificate
- Camper's Health Certificate (illustrated below)
- Staff Contract Letter
- Staff Reference Form
- Counsellor Evaluation Form
- Camper Evaluation Report Form
- Accident Report Form

These forms may be copied or you may add or delete anything that may be desirable or undesirable for your own special situation.

CAMP SUNSHINE

CAMPER'S HEALTH CERTIFICATE

(Developed by Ontario Camping Association)

IT IS ESSENTIAL THIS FORM BE RETURNED BEFORE YOUR CHILD LEAVES FOR CAMP

CAMPER'S NAME. . . . . .AGE . . . . . .

This section to be completed by parent before presentation to physician

Ont. Hospital Ins. No. . . . . P.S.I. or Other Ins. No. . . . . .

In case of illness notify . . . . . .

Permanent Address . . . . . .

. . . . . Phone . . . . . .

Summer Address . . . . . .

. . . . . Phone . . . . . .

If Camper has had any of the following, please check -

Chicken Pox	Asthma	Hepatitis
Measles, red	Frequent colds	Hernia
Measles, german	Hay Fever	Rheumatic fever
Spells or fainting of any kind	Heart condition	Sinus trouble
Severe Stomach Aches	Diabetes	Mumps
Whooping Cough (recent)	Sleep Walking	Bed Wetting

Has girl menstruated? Yes. . . . . No . . . . .

If not, has she been told about menstruation? Yes . . . . . No . . . . .

State what operations, recent illnesses or injuries Camper has had and give details-

. . . . . .

. . . . . .

. . . . . .

To the best of my knowledge, my child is in good health and has not been exposed to any infectious disease in the past four weeks. If he or she becomes exposed to any infectious disease between now and the time of departure for Camp, I understand the Camp must be notified. In case of surgical emergency and we are not immediately available for consultation, I hereby give permission to the physician selected by the Camp Director, to hospitalize, secure proper treatment for and to order injections, anaesthesia or surgery for my child, as named above.

Date . . . . . Parent's Signature . . . . . .

(over)

Camper's Health Certificate cont'd.

THIS SECTION TO BE COMPLETED BY CHILD'S PHYSICIAN

Is Camper fully immunized against poliomyelitis, tetanus, pertussis diphtheria, smallpox? Check if yes.

Polio	Date of most recent booster of -
Pertusis	Tetanus Toxoid . . . . .
Tetanus	Polio Vaccine . . . . .
Diphtheria	. . . . .
Smallpox	

Is Camper allergic to - Penicillin?. . . . . horse serum?. . . . . other drugs? . . . . . foods?. . . . . animals? . . . . . bee sting?. . . . . .

Physical examination: State any physical or emotional abnormalities or other information that may be useful to the Camp Doctor.

. . . . . .

. . . . . .

. . . . . .

If there are treatments, injections or special medications to be given at Camp, state when and how often to be administered. These should be brought to Camp by Camper.

. . . . . .

. . . . . .

Weight. . . . . Height . . . . . .

To the best of my knowledge, this Camper is in good health and is physically able to participate in all Camp activities, except as previously indicated.

Physician's Signature . . . . . .

Address . . . . . Phone . . . . . .

City. . . . . .Date of Examination . . . . . .

FOR CAMP USE ONLY

Date	Diagnosis	Treatment	Admissions as Bed Patients Admitted Discharged Units

Date										
Weight										
Height										

STAFF MOTIVATORS by Bruce Harris

9. Care enough about staff to learn about their strengths.

All staff have strengths and it is up to us to unearth them and put them to use. Each staff members has more strengths than may be seen at first meeting. For some it might be a gift with a musical instrument, another a true mechanical bent. Others have an abilty to organize and are a fine asset when a special event is being planned. Some have inner thoughts on nature and would love to share them at a quiet time or a chapel.

10. Be fair in dealings with staff.

Most camps are like a family; the staff being made up of many individuals but often sharing the feeling of a family. Whenever giving privileges or responsibilties to individual staff it must be fair and appear to be fair to others within the family.

As a corollary to the principle of fairness and to touch on the matter of salary, I would like to share some thoughts. First I believe that no matter what the salary, it must be the same for everyone who is doing the same job with the same experience. It is important to me that if I do any job I definitely get what the job is worth. If I found out that someone of the same experience and doing the same job as I, received more than I; I would be really upset. I would question the fairness of the situation and above all question my worth to the camp or organization.

Secondly, I sincerely believe that salary has absolutely no bearing on how well a person does their job. Salary may be a deciding factor on whether or not a person accepts a job because a specific need must be met - like paying university tuition etc.; but once a person accepts the job that need has obviously been met and no longer is a motivation factor.

A teacher, a counsellor, anyone working with people will not be a more fulfilled enthusiastic, concerned leader because of more money.

It is truly the most fortunate person who can have their inner needs met and, receive as a by-product the necessary funds to look after the monetary needs of life.

I believe that most camps, because of their financial limitations cannot realistically provide the necessary monetary needs over an infinite amount of time. Staff must move into permanent jobs, they must move to less dependence on their own family and they must move on from the camp family to allow younger staff the opportunity to grow and learn as they have. Personally, one of my joys in running a camp is to observe and perhaps be part of the tremendous growth of staff.

11. Within camp example is one of the greatest teachers.

We must accept the responsiblity that no matter what the motivations are for a staff member coming to camp, one of the greatest motivators from the outside to inflence his experience is the example of the director and senior staff members. If they are concerned about the staff, if they try to put themselves in the place of every staff member with whom they work - they will not have to worry about what to say and do. Staff will know they are doing a good job and that they each have an important part in making the summer a valuable and memorable time for every camper who has been entrusted to their care for the summer.

Bruce Harris is the Director of Camp Kawabi, Minden, Ontario... this article is continued from the February issue.

THE COUNSELLOR'S PAGE

Here are some ideas which are pertinent to leadership. As counsellors it is often useful to give some thought to a basic idea and then use it as a source of discussion with other counsellors or with your campers. You may not agree with some of these thoughts but discussion of them might broaden your understanding of them.

"It is the quality of our actions that counts much more than their size or even their number."

"Do not be angry that you cannot make others as you wish them to be, since you cannot make yourself as you wish to be."

Thomas à Kempis

"The worst sin toward our fellow creatures is not to hate them, but to be indifferent to them; that is the essence of inhumanity."

George Bernard Shaw

"Few rich men own their own property. The property owns them."

Ingersoll

"No man is my enemy," he said, "unless I admit him to be so."
"That is mystical sophistry," remarked Arsene, with distain.
"No," he replied, "it is a living truth. No man can hurt another, unless that other admits his enemy's capacity to hurt him. There is no evil if we deny its existence, there is no menace to our souls unless we concede the reality of evil."

The Arm and the Darkness - Taylor Caldwell

"Our soul is made like water. When it remains calm, it is clear, when it is stirred, it becomes murky."

Bernardino of Siena

"It is a good thing when a person is different from your image of him. It shows he isn't a type. If he were, it would be the end of him as a man. If you can't place him in a category, it means that at least part of him is what a human being ought to be. He is free from himself, he has a grain of immortality."

Boris Pasternak

GENIUS "The genius of men like Newton and Einstein lies in that: they ask transparent, innocent questions which turn out to have catastrophic answers."

The Ascent of Man, J.Brorowski

"The good counsellor defends his campers against his own personal influence. He inspires self-distrust. He guides their eyes from himself to the spirit that inspires him. He will have no disciple."

INTERVIEW!

(cont. from page 5)

are equipped to handle. Leave medical questions to the physician. Ask him how his health is. And beware, of his responses are a long list of mediacal complaints. Do you have any trouble getting him off the subject? is he overly sensitive about real physical handicaps?

Family - health, job history and education fit very comfortably into the interview. Family and personal life however require a maximum of sensitivity and tact if you are to avoid annoying, offending or invading the person's privacy. Let him tell you. At this stage of the interview if he feels you respect him then he will discuss these areas with you. What social activities does he enjoy? Does he have any debts? What does he look for in his friends? Can he talk comfortably about people beyond the common cliches? Why does he want the job? And what contribution can he make in the job situation?

Review - before you complete the interview, review the information you have. Take a look to see is there are any inconsistencies that you haven't resolved to your satisfaction. One way of doing this is to summarize with the person the facts that the two of you have gathered.

Closing - how do you close it? First give him any infomation he needs. Don't close it with him hanging in mid-air. Answer any other question briefly and excuse yourself for the next appointment.

We have reviewed briefly some of the basic aspects of interviewing. The most important factor is the interviewer himself. A relaxed manner is important. You must never forget that the candidate's behavior in the interview is strongly influenced by your own.

Fundamentally it is you who make or break the interview; your curiosity about differences among people, your belief in their worth, and your ability to understand yourself as part of the interview.

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CITY _____ PROV. _____ POSTAL CODE _____
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Interview Signs Related to Personality Factors

1. Emotional Maturity - the response to a given situation is the appropriate one and will help resolve the situation.

2. Immaturity

   a. Blames others for his own mistakes
   b. Criticizes more deeply than the facts justify.
   c. Withdraws when rebuffed to a minor degree.
   d. Has aspirations beyond his abilties.
   e. Makes excessive claims regarding his abilties.
   f. Makes responses he can't carry out.
   g. Excessively dependent upon others for help or praise.
   h. Gives up trying after first failure.
   i. Excessively anxious or tense.
   j. Unable to compromise.

3. Dependability

   a. Does he live up to his commitments?
   b. Does he persevere?
   c. Is he impulsive?

4. Self-Confidence

   a. Excessively slow in making decisions.
   b. Timidity or oversensitivity.
   c. Domineering or dogmatic.
   d. Cannot defend is point of view against opposition.
   e. Cannot take the lead in conversation.

5. Objectivity

   a. Excessively critical of people or organizations.
   b. Naive.
   c. Suspicious of others.
   d. Emotional in judging others.

6. Values - What he will do.

   a. Accomplishment - Internal motivation; needs little supervision
   b. Recognition or Status - respect of others, pat on back
   c. Power - control or influence over the lives of others
   d. Security - protects self and position
   e. Money - okay when job can satisfy it
   f. Need for Knowledge - may interfere with getting results
   g. Independence from restriction - chafe under close supervision or the need to conform
   h. To help others - too much can lead to oversolicitousness and thwarting of organization goals
   i. To be liked - can be a disturbing factor when not met

(cont. on page 12)

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Interview Signs

7. Attitudes The applications of values to everyday life. Inferred from the significant happenings in his life.

   A. Toward people-

      a. Does he think in terms of things or people?
      b. Is he warm?
      c. Is he domineering?
      d. What kind of persons does he like and not like?
      e. Can he realistically evaluate others' motives?
      f. Is it always me first?

   B. Toward responsiblity -

      a. Does he look for it?
      b. Does he avoid decisions?
      c. Can he take a chance?
      d. Does he face up to his mistakes?

8. Social Intelligence - The ability to say and do things in relations with others that win their liking and respect.

      a. Flexibility - Adaptibility
      b. Tact - No domineering, hyper-critical, questioning others' motives, lacking interest in others, showing off.
      c. Manners and courtesy.
      d. Social understanding - paying attention to others' feelings, knowing the motives of others. gaining the co-operation of others.
      e. Sociability - looking for work involving people, ease in personal contacts, can relate to people at all levels.

This article by Peter Moon, Ph.D P.Eng., Consulting Psychologist appeared in an early edition of "Canadian Camping".

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